

CLE For Agency Counsel

CLE Instructions and Forms

At the conclusion of every showing, each attorney who seeks to apply for CLE credit will need to fill out a CLE Uniform Certificate of Attendance (UCA). The UCA is prepared by OLE and sent to the Training Representative in advance of the showing. The UCA is unique to each showing. In addition to the UCA, some attorneys will have state-specific forms that must be completed, attached to the UCA, and sent through the Training Representative monitoring the showing to OLE along with the other post showing paperwork.

The link below will take you to state-specific instructions and CLE forms from those states that require the filing of their own CLE forms in order to apply for credit. Some mandatory CLE states have self-reporting requirements (i.e., New York, Illinois, Louisiana, etc.) and, for those states no paperwork will be filed by OLE.

We suggest the following be done at least one day in advance of the showing:

- 1) Download a copy of the UCA and other forms which OLE will email you. Make a sufficient number of copies of these forms for your participants.
- 2) Download a copy of all of the individual state instruction sheets and forms. Make a sufficient number of copies of each state-specific instruction sheet and form to cover attorneys from every state. These forms apply to every course or showing, so you may want to maintain a number of copies for future showings. Tabbed accordion files work well for maintaining these forms for future use.
- 3) Prepare enough copies of the evaluation forms for each participant and, if necessary due to an expected large turnout, prepare more than one copy of the sign-in sheet which every participant must sign.
- 4) Download a copy of the [Disclaimer](#) and make a sufficient number of copies.
- 5) Prior to the showing, if providing materials only in electronic format rather than hard copy, determine how many laptops will be necessary for members of state bars with unique “Written Materials” requirements, such as Kansas Bar members.
- 6) A good practice is to provide all instructions and forms on a conference room table so that attorneys, at the conclusion of the showing, may retrieve those applicable to their state(s).

Please remind attorneys attending the showing that they must follow the instructions and complete the required forms in order to receive CLE credit for participating in the training

session.

While the OLE CLE staff is available to answer any questions Training Representatives may have, reviewing the attached materials will assist with the overall process. Please contact either Annemarie Sullivan (803-705-5121) or Betsy Swift (803-705-5103) with any questions.

[State Instruction Sheets and Forms](#)

[Disclaimer](#)